

**Sponsored by ICSEW**

Clean up at work and home!  
Learn valuable tools to save  
time, and even make money!

# Get Organized!

**How to Manage Paper, People, Space and Time  
and Reduce Your Stress!**

**July 21, 2010**

**Tukwila, WA**

Featuring Kathy Bote'



Kathy has made a career of  
empowering people to become  
their own heroes.

She provides practical  
information with diverse  
activities and a hefty dose of  
humor. She has over 20 years  
experience training people from  
all over the world.

Can't make the training? Get  
Kathy's book, "How to Work Less  
and Get More Done" or her audio,  
"How to Do More, Better, Faster."

*"Something about your  
presentation 'clicked.' The best  
result? Yesterday my boss told  
me I was getting a promotion  
and a new title. Thanks!" -  
Marsha Heeter, City Exec.  
Secretary*

**Do you have too much to do  
and too little time? Are you  
surrounded by too much  
"stuff"? Want to change that?  
Register now!**

Learn simple ways to take control  
of your work and home while  
gaining time for you.  
Efficiently manage paperwork,  
projects, and deadlines. Deal with  
interruptions, drop-in visitors, and  
dead-beats with tact and control.

Clean up your home, garage,  
office and more quickly and easily.  
It's the perfect time for that  
garage sale or to clean up  
grandma's house without the  
drama.

Learn surprising simple  
approaches to effortlessly gain  
more space and time.

## **Program Details:**

**Location:** Labor and Industries  
12806 Gateway Blvd  
Seattle, WA 98104-2607

**Time:** July 21, 2010  
9 AM-3 PM

**Cost:** \$97 payable prior to training  
to Courage Speaks PO Box 1509  
Maple Valley, WA 98038  
Federal ID: 27-0223330

## **Who should attend:**

*Anyone desires more control in  
life...  
People who struggle to keep up  
with deadlines, demands and  
the paperwork, clutter and  
emails they bring will benefit.  
Reduce your stress and gain  
control.  
Handle clutter at work and  
home.  
Get ready for your summer  
garage sale and make money  
on your junk!*

**Get organized now!**

## **Register today!**

**Online:**

[http://icsew.wa.gov/events/calendar  
/training.asp](http://icsew.wa.gov/events/calendar/training.asp)

**OR** Gen O'Sullivan

[ICSEW@sao.wa.gov](mailto:ICSEW@sao.wa.gov)

(360) 725-9704

**OR** Kathy Bote'

(425)432-9345

KathyBote@CourageSpeaks.com

*Cancellation Policy: Please  
notify at least 48 hours in  
advance for refund.*

*Contact Kathy to learn how you  
can bring this program to your  
organization or event today!*